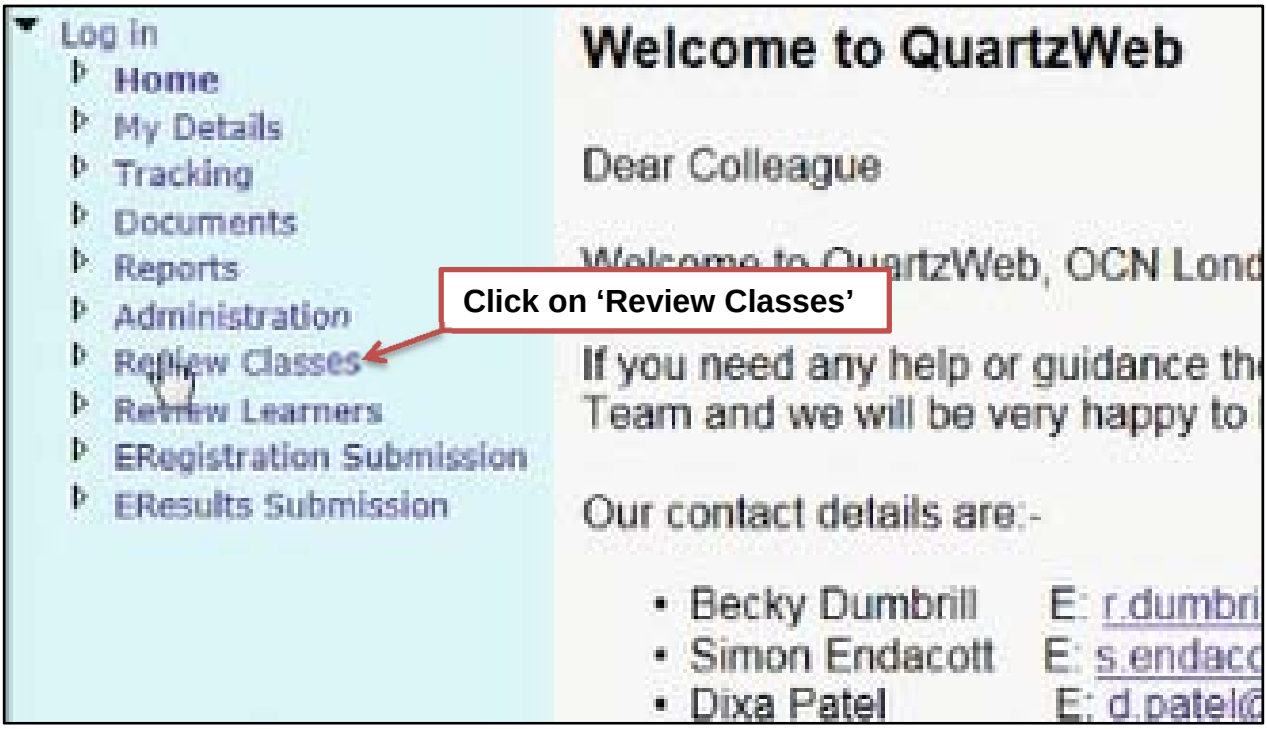
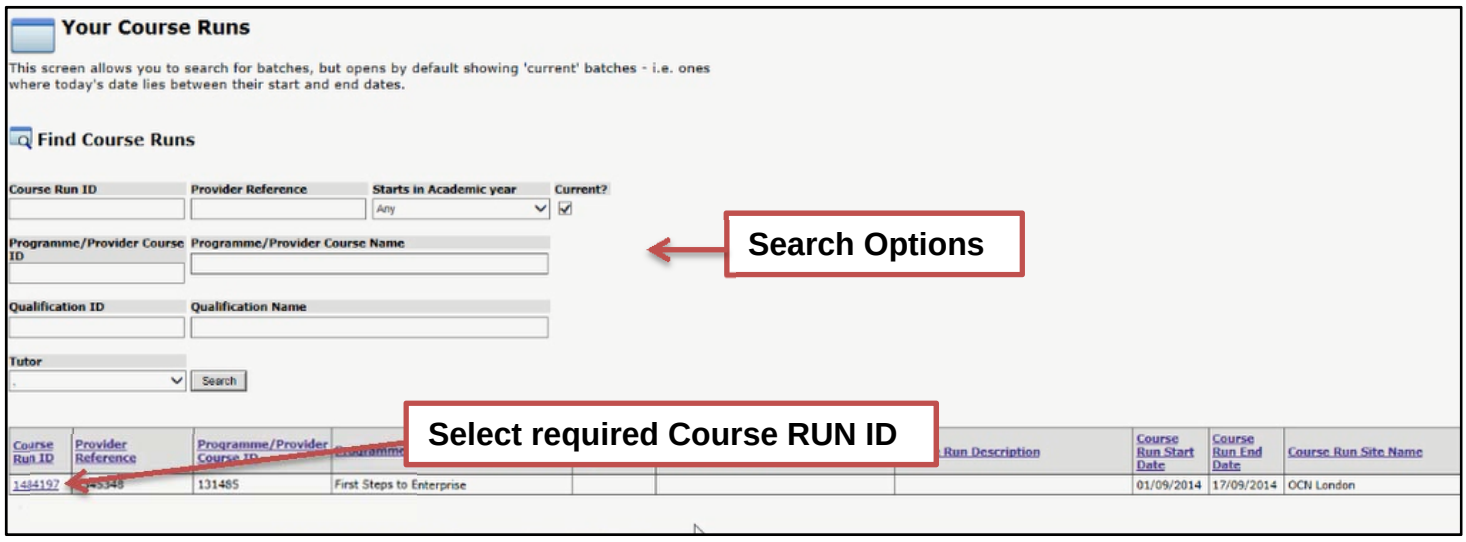
QuartzWeb User Guide
IV Report Submission

IV Report Submission

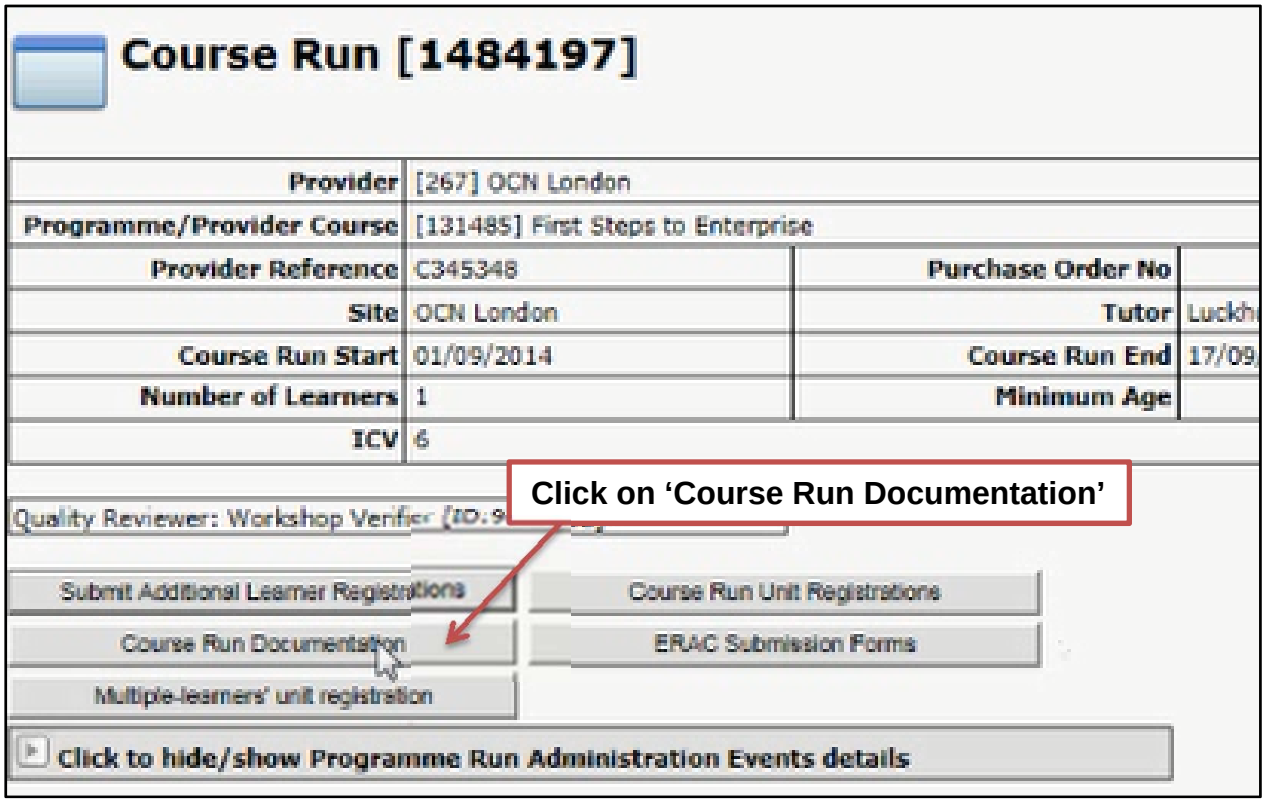
Please click on the ‘Review Classes’ from the left hand side menu.



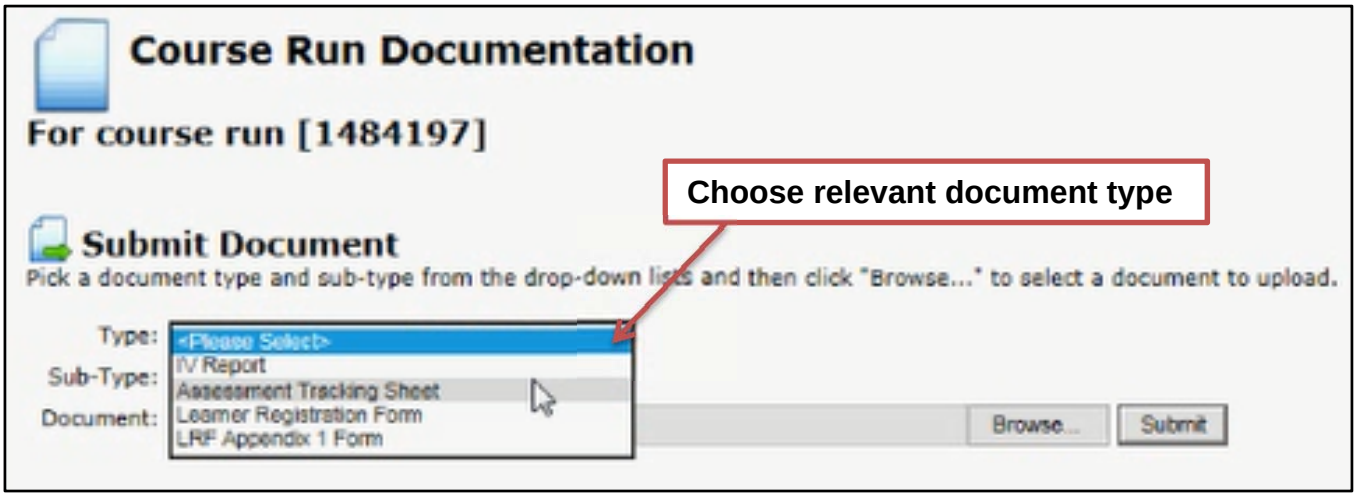
Select the required Course Run ID from the table or please search for the course run through the search option.



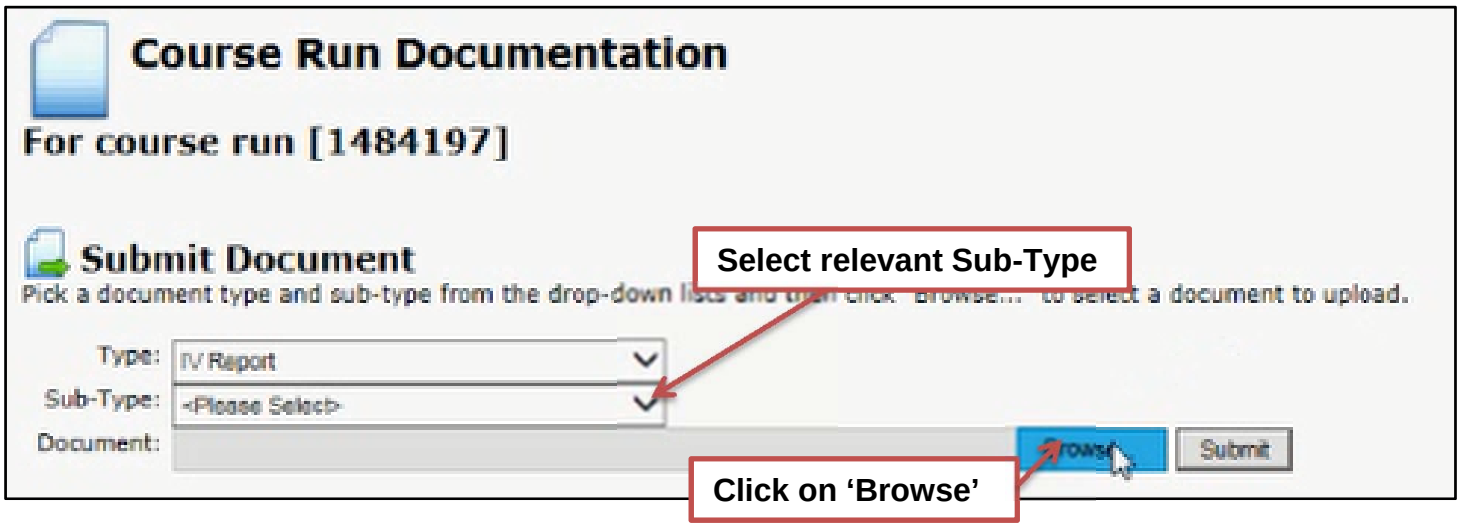
Please click on the ‘Course Run Documentation’ box.



Choose the relevant document type from the ‘Type’ drop down menu.



Select the relevant document sub-type from the ‘Sub-Type’ drop down menu. Click ‘Browse’ to find the completed IV Report.



Please click on ‘Submit’. (This will then send an automated email to your Quality Reviewer advising that this has been uploaded). The uploaded documents can be viewed in the ‘View Document’ section of the page.